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ABSTRACT

Personnel policies (professional, fiscal, and administrative) and basic academic policies and procedures for Governors State University are outlined in this 1975 faculty handbook. (JT)

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GOVERNORS STATE UNIVERSITY FACULTY HANDBOOK

Douglas Q. Davis, Editor

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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I. INTRODUCTION

The Faculty Handbook is a general reference publication for the faculty and staff. A living and forceful institution is continually changing and the Handbook, consequently, can only present the general policies, practices, and organization of Governors State University at the time the manual was prepared.

The information contained herein is a restatement of Board of Governors' policies or is a procedure adopted by Governors State University in accordance with authority granted by the Board of Governors.

Additional and/or more detailed information can be obtained from documents located in the Office of the University Vice-President for Academic Affairs or the Learning Resource Center. A list of the documents is contained in the bibliography.

II. AFFIRMATIVE ACTION/ HUMAN RIGHTS POLICIES

1. Affirmative Action. The University, as educator, employer, and purchaser of goods and services, is committed to provide equal opportunity to everyone associated with it; and this policy contains a special pledge to provide such opportunity to minorities and women.

2. Protection of Human Rights. The University does not believe that its obligation to its personnel ends with the implementation of the Affirmative Action Policy only, but that it also has a responsibility to protect human subjects participating in the various activities undertaken in its behalf.

Procedures and safeguards in these instances have been established and are enforced so that:

A. The rights and welfare of those engaged in University activities are adequately protected.

B. Risks are outweighed by potential benefits derived from any activity.

C. Those engaged in any activity have given their consent through adequate and appropriate methods.

III. HISTORY OF THE UNIVERSITY

1. Origin. Governors State University was created by legislation of the 1969 session of the 76th Illinois General Assembly, and signed into law on July 17, 1969, by Governor Richard B. Ogilvie.

2. Action Objectives. Governors State University embraces the philosophy that in order to respond to society's needs, it must be concerned about its students in regard to job efficiency, functional citizenship, intra- and inter-personal relationships, and cultural expansion. Therefore, every student has a right and responsibility to utilize the opportunities the University affords for personal and professional growth.

3. Mandate. Governors State University is a future-oriented, service-minded institution always seeking academic excellence. Governors State University will be experimental, open, humane, efficient, and flexible in order to seek solutions to, and keep apace of, the problems and changes in the career demands of a technological society.

4. Location. Governors State University is located on a 753 acre campus in Park Forest South, IL 60466, and is approximately 35 miles south of Chicago's Loop on Stuenkel Road east of Governors Highway.

IV. ORGANIZATION

1. System of Systems. Higher education in Illinois is structured as a system of systems. The separate systems in existence are:

A. The University of Illinois with campuses at Urbana, Chicago, and the Chicago Medical Center.

B. Southern Illinois University with campuses at Carbondale, Edwardsville, and Medical School at Springfield.

C. The Regency Universities: Northern Illinois University at DeKalb, Illinois State University at Normal, and Sangamon State University at Springfield.

D. The Board of Governors Universities: Governors State University at Park Forest South, Eastern Illinois University at Charleston, Western Illinois University at Macomb, Northeastern Illinois and Chicago State Universities at Chicago.

E. The Community College System: Comprised of 48 campuses in 38 districts.

2. State of Illinois Board of Higher Education. Higher education is coordinated within the systems by the Illinois Board of Higher Education which has responsibility for statewide planning for higher education; approval of programs, administrative units and degree levels; and for recommending the budget for higher education institutions to the Governor and General Assembly. The members of the Board include eight members appointed by the Governor, the Director of the State Board of Education, and the chairman of the governing boards of the five systems.

3. Board of Governors of State Colleges and Universities. The Board of Governors of State Colleges and Universities has nine members appointed by the Governor. The Director of the State Board of Education, or his designated representative also sits on the Board of Governors, and has voting privileges.

4. Director of the State Board of Education. The Director of the State Board of Education is an ex-officio and voting member of the governing board of each of the systems of higher education, although he may designate a representative of his office to participate in the proceedings of the various boards.

5. University Assembly. The Assembly, which is the primary governance body within the University, is comprised of eight faculty, eight students, four support staff, four civil service staff elected by their respective constituencies. The President appoints eight members, two of whom must be community representatives. The Assembly recommends policy to the President, although final approval of policy matters is a prerogative of the Board of Governors.

The Assembly has the following standing committees:

A. Executive
B. Educational Policies and Programs
C. Human Services
D. Fiscal Resources
E. Governance
F. Future
G. Physical Resources

6. University Organization. The University is composed of four Wings, each having a generic responsibility for different institutional operations. The Wings are divided into units to more easily discharge the responsibilities for which each is accountable. The Wings and their responsibilities are:

A. Academic Wing. This Wing, headed by the Vice-President and composed of Collegial and Academic Support Unit Heads, recommends policies and practices pertaining to academic matters, and forwards its recommendations to the appropriate offices and units for consideration, approval, and implementation as appropriate.

B. Research and Innovation Wing. The R & I Wing is responsible for research and evaluation relating to programs and instruction, and also administers other instruments for internal evaluation.

C. Administrative Wing. This Wing is charged with conducting the fiscal affairs of the University insofar as reporting to external agencies, provides internal assistance and advice, and is responsible for the maintenance and security of the University physical plant.

D. Community Service Wing. This Wing coordinates and, where appropriate, initiates activities that will enable the University to fulfill its commitment to community service to the people of Illinois, the greater metropolitan area, and the immediate region of the University. This Wing is also responsible for the implementation of the Affirmative Action Policy.

7. Office of the President. The President is the chief executive officer of the University and, as such, is responsible to the appropriate governing boards for the overall administration of the University. The President is the official voice of the University though he may designate others to speak in his behalf.

Additionally, the Executive Associate to the President, the Office of University Relations, the Computer Center liaison, and the University Advocate report directly to the President.

8. Student Services Advisory Committee. The SSAC allocates the Student Activity Fee each Session for student travel, club support, entertainment and activities, child care center support, and an emergency fund.

The Committee is composed of two elected student representatives from each college and two appointees selected by the Director of Student Services.

V. PROFESSIONAL INFORMATION

1. Faculty Appointments, Contracts, and Work Agreements. Letters of appointment to the academic staff are issued by the President upon the recommendations of the Deans of the Colleges or directors of support units where the positions are located, and the Vice-President for Academic Affairs.

A. Contracts. Contracts are provided and an original copy is kept on file in the Academic Vice-President's office.

B. Professional Work Agreements. Professional work agreements will be negotiated by the individuals and their collegial or unit heads, and copies of the agreement will be on file with the respective Deans and unit heads.

One is expected to satisfactorily fulfill the terms of one's contract and professional work agreement.

Contracts and work agreements are subject to state regulations, Board of Governors' policies, and to such other University rules and regulations enacted for the administration of the University.

2. Probationary Appointment. A faculty member is deemed to have a probationary appointment unless tenure has been given by action of the Board of Governors upon the recommendation of the President.

3. Tenure. Tenure is cyclical and all full time professional staff may be granted it in their professional appointments provided the criteria established by their College(s) and University Assembly have been met and the appropriate recommendations have been made. Persons employed in administrative positions may not receive tenure in their administrative capacities.

The University endorses the AAUP position concerning academic freedom, tenure, and professional ethics as articulated, and later expanded, in that organization's 1940 Statement on Academic Freedom and Tenure.

Policy approved by the University governance system will supercede AAUP policy if differences exist between the two policies.

A. Tenure for Support Personnel. Support personnel who hold University Professor appointments must fulfill the criteria for faculty cyclical tenure as established by the Assembly and must also satisfy such additional requirements promulgated by the College(s) for support personnel.

Assembly criteria are:
1) Teach a minimum of 2-3 units per calendar year.
2) Advise a minimum of 5 students.
3) Serve on collegial committees.

B. Application for Tenure. Application for cyclical tenure must be initiated by the professional staff member to the College(s) wherein appointment is held.

4. Dismissal. Written notice of non renewal of appointments is given at least by March 1 of the first probationary year and at least by December 15 in the second probationary year.

Service in the third or subsequent year requires notification of non renewal of appointment no later than 12 months before the expiration of an appointment.

Failure to give proper notice does not, in itself, justify any claim for permanent tenure.

5. Termination for Cause. Termination for cause of a tenure appointment, or the dismissal for cause of a teacher prior to the expiration of a term appointment should, if possible be considered by both the faculty committee and the Board of Governors.

The accused teacher should be informed before the hearing, in writing, of the charges against him and should have the opportunity for his defense to be heard by all bodies that judge his case. The accused should be permitted to have an adviser of his own choosing as counsel. There should be a full stenographic record of the hearing available to the parties concerned. If the hearing of charges is one concerning incompetence, the testimony should include that of teachers and scholars, either from his own or from other institutions.

Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

6. Appeals and Grievances. Grievances should be reconciled, wherever posible, within the unit or with the individual(s) directly involved. If this procedure fails the aggrieved party should pursue the formal procedure outlined in the Professional Personnel Systems manual.

All parties to a grievance action have the right to request a presidential review of decisions

after the formal grievance procedures have been conducted.

If the presidential review is unsatisfactory, the decision may be appealed and the procedures to be followed are the ones promulgated by the Board of Governors (or the Civil Service Commission).

7. Sabbatical Leaves. An applicant, to be eligible for a sabbatical leave, must hold either a University Professor or an Administrative and Professional Service appointment.

Additionally, an applicant must have a minimum of five years (60 months) of full-time or full-time equivalent service at Governors State University; or have served a minimum of seven years or its full-time equivalent since the last date of any sabbatical leave previously granted at Governors State University.

A. Types of Sabbatical Leaves. The three types of leaves are:

1) Full-pay leave for up to six months.
2) Half-pay leave for up to 12 months.
3) "Split" sabbatical leaves:
   a) Half-pay for not more than three months per year for four successive years.
   b) Full-pay for not more than three months per year for two successive years.
   c) Full-pay for not more than two months per year for three successive years.

B. Application for Sabbatical Leave. Application for sabbatical leave, containing the plan and purpose, will be submitted no later than November 15 to the staff member's dean or unit head.

8. Leaves of Absence. Formal written requests for leaves of absence must be submitted to unit head or dean and are subject to Presidential and Board of Governors approval. They must contain the date and purpose for the leave.

A. Leave Without Pay. A leave of absence is not a matter of right. The President shall determine the advantages and disadvantages of each request for a leave of absence without salary for education service. Ordinarily such leaves are for no more than two years, but in unusual circumstances may be extended for an additional year.

B. Illness and Disability. A member of the academic or administrative staff who is not under Civil Service is entitled to a noncumulative leave with full pay for injuiry or illness (including temporary disabilities due to pregnancy) in each year of his service of twenty calendar days and may be entitled to further sick benefits under certain conditions.

C. Military. Leaves of absence for military service and active duty with the National Guard or any reserve component of the armed forces or other state military agency will be granted according to law and other provisions as specified by the Board of Governors.

D. Maternity. The Board of Governors may place a pregnant faculty member on maternity leave either upon her request or upon the recommendation of the President. Such leave may commence at such time and endure for such a period not more than six weeks after delivery. Such leave shall be without pay, provided, however, that if the pregnant faculty member has completed at least three academic years of continuous service at such institution before the date upon which such maternity leave begins, then she shall be entitled to no more than 30 consecutive calendar days of such leave with pay. Maternity leave with pay shall not be counted against her sick leave.

E. Vacation. The professional staff on a twelve month's contract will have twenty-four working days a year as vacation accumulative to forty-eight days. Vacation may be taken at times agreed upon by faculty members and their administrative officers. All days between sessions are considered normal working days unless they are declared to be special holidays by the University or are holidays established by the Board of Governors. (This is an adaptation of BOG policy to Governors State University.)

F. Funeral. Leave with pay for a period of up to three days is granted for the funeral of a member of one's immediate family or household. Leave with pay for up to one day is granted for the funeral of a relative outside one's immediate household. Any leave beyond these limits may be approved. . .and charged against one's accrued sick leave.

9. Teaching Load. The teaching load for full-time faculty is 30 to 32 instructional units per calendar year. The teaching load for full-time administrative and support personnel who hold collegial University Professorships is three to six instructional units per calendar year.

Faculty are expected to develop self-instructional materials, individualize instruction, ad-

vise students, and provide graduate level work for approximately half the student body.

A statement of the workload including justification of any allowable offsets shall be a part of the Professional Work Plan Agreement.

10. Research. Research shall be directly related to the instructional and service efforts of the University. The two types of research compatible with the mission of Governors State University are:

A. Research that is a component of instruction and service; and

B. Research about instruction and service.

Research resources will be allocated accordingly.

11. Community Service. Community service is the utilization of University personnel and the seeking of solutions to the educational and societal problems within its service area.

This service includes individual efforts as distinct from planned institutional ones; and may be included as part of one's work plan agreement and shall be one of the criteria for staff evaluation.

When one participates in community service as a private citizen one is obligated to declare that such action is not in behalf of or representative of the University.

12. Non-GSU Teaching, Research, and Consulting. A staff member will inform his unit head, respective Vice President, and President of any and all "outside" employment. Where "outside" employment is remunerated with tax dollars, permission is not required. Where "outside employment is remunerated from non-tax dollars, the staff member should so report. It is the general intent of the University that full-time service to the University should not be obviated, that BOG policies and state laws must be observed, that outside enterprise for private remuneration should not exceed the equivalent in time of a day a week, assuming that the person renders direct service to the University on the basis of a five day week for full time.

Prior approval of the unit head, respective Vice President, and President must be obtained for "outside" teaching assignments and in no case will such teaching assignments be approved in an amount exceeding the equivalent of a four semester hour load in an academic year or six semester hours in a calendar year.

13. Office Hours. There are no established office hours for the faculty and staff at Governors State University. However, a full day as defined by University officials, custom, and practice shall be rendered by GSU personnel.

The instructional staff should make arrangements with their respective Deans as to when would be the most advantageous time for office hours, and post those hours in order to perform their professional tasks of instructing, advising, and consulting students. Faculty must be available to student advisees especially since GSU is a commuter institution. College offices must be notified of the whereabouts of professional staff in such a manner as to assure their availability to students.

Administrative offices are generally open from 8:30 a.m. to 5:00 p.m. on Monday through Friday and from 8:30 a.m. to noon on Saturday.

Admission and Records office hours are 8:30 a.m. to 8:00 p.m. on Monday through Friday and from 8:30 a.m. to noon on Saturday.

Student Services and Financial Aid offices are also open until 7:30 p.m. on Tuesday and Thursday evenings.

The telephone switchboard is open from 8:00 a.m. to 10:30 p.m. on Monday through Friday and from 8:30 a.m. to 3:00 p.m. on Saturday.

The Learning Resource Center hours for public service are:

Monday—Friday	8:30 a.m. — 11:00 p.m.
Saturday	8:30 a.m. — 4:00 p.m.
Sunday	1:00 p.m. — 5:00 p.m.

Holiday and non-instructional period hours are posted.

The offices and switchboard are not open on Sunday.

14. Academic Advisement. Each student, upon or shortly after admission, is assigned an academic advisor. Each faculty member in the college is responsible for the academic advisement of students. Normally, the advisor will remain the same throughout the student's tenure at the University, although change in program by the student or a change in the responsibilities of the staff member may necessitate a change. The advisor is expected to be available to students and is obligated to develop a program contract with and for each advisee.

15. Student Recruitment. Recruitment of students, undergraduate and graduate, is a total University responsibility. Collegial staff members who are most knowledgeable about programs offered in that college are expected to accept recruitment assignments as designated by the Dean of the College. The recruitment efforts of the colleges, since they are carried on largely with community colleges, are coordinated through the Coordinator of Community College Relations. The Offices of Admissions and Financial Aids are also directly involved in recruitment.

16. Institutional Research and Evaluation. Services to assist in the design, instrumentation, and conduct of external as well as internal research are available in the office of Research and Innovation. A faculty research fund is also administered through this office. Research proposals should be developed with the assistance of each college's coordinator of research and evaluation.

17. Staff Effort Report. The Staff Effort Report is required by the Board of Higher Education and is a statistical and descriptive reporting of a staff member's activities. It is completed and filed periodically and must bear the signatures of the respective Dean or unit head and the staff member.

18. Monthly Time Report. This document reflects the days a staff member is away from campus for whatever reason. It is prepared by the staff member and then signed by both the staff member and dean/unit head.

19. Special Projects and Grants. Applications for the external funding of special projects, either private or governmental, are the service responsibility of the Coordinator of Special Projects who is located in the Office of the Vice President for Research and Innovation. A handbook on policies and procedures related to project funding is available from the Coordinator of Special Projects.

20. Educational Benefits. A faculty member... may audit or enroll for credit in any course for which he has the prerequisites with exemption from tuition and fees with a restriction that the enrollment be for no more than four units.

Approval must be secured from the immediate supervisor or unit head, and the Office of Financial Aids must be contacted.

21. Tuition Waivers for Children of Deceased Employees. The Board of Governors' policy is that: The natural, adopted, or foster children and the step-children of any member of the faculty or staff under full-time employment at any institution under the Board of Governors who dies while in service at the institution (including sabbatical, illness, or disability leave) shall be entitled to remission of tuition and fees up to and including the baccalaureate degree at any institution under the Board. Should both parents be full-time employees, the death of one parent makes the chld eligible for the remission. Children of divorced faculty or staff members are eligible if the deceased employee had been contributing to their support.

VI. FISCAL INFORMATION

1. Salary.

A. Entry Level Salary. Entry level salaries are based on two considerations:
1) Similarity of functions, training, experience;
2) Prevailing salary range in the job market.

Specific procedures for arriving at the entry level salary determinations are contained in the policy statement of the University Assembly.

B. Salary Increases. There is no absolute rule concerning salary increases nor is there a salary schedule. Currently, merit and the cost of living index are employed to arrive at the final amount. This matter, though locally administered, does follow the broad guidelines issued by the Board of Governors. Salary increases for professional personnel are generally effective on September 1 of each year.

2. Payroll Dates. Salary checks will be issued on the 16th and the last workday of each month. If the 16th falls on a weekend or holiday, checks will be issued on the first working day preceding the 16th day of the month.

Checks must be picked up from the Cashier after 10:00 a.m. of the pay day.

3. Retirement. Participation in the State Universities Retirement System after three years of continuous employment is required. One may elect to begin participation on the first day or after one or two years of employment by filing a notice of election to participate with one's employer. This election must be filed not more than 30 days after the first day of employment if immediate participation is desired, or prior to

the end of the first or second year, if one cares to defer participation until such time.

One is not eligible to participate if one becomes an employee after August 31, following attainment of age 68.

Contributions of seven percent for retirement and of one percent for survivors benefits, for a total of eight percent, are deducted from one's earnings. Then normal state contribution is approximately 12 percent. The employee's retirement contribution, with accrued interest, is retrievable upon request when leaving the state system.

Employees of the State Universities and Colleges are not eligible for Federal Social Security coverages; therefore, no Social Security taxes are withheld from an employee's earnings.

Information about employer contributions, disability benefits, death before retirement and death after retirement benefits, minimum survivors annuity, retirement benefits, refunds, service credit, and leave of absence without pay may be secured from the University Personnel Officer, or from:

Edward S. Gibala, Executive Director
State Universities Retirement System
50 Gerty Drive
Champaign, IL 61820
Phone: (217) 333-3860

4. Insurance. The State of Illinois provides prepaid health and life insurance plans for State employees only. There are optional insurance coverages for employees' dependents available for which the employees must pay. The University Personnel Officer has the current insurance plans and options information.

5. Travel Regulations and Expenses. The Board of Governors authorizes the following types of travel:

A. Business. Travel necessary to conduct the business and perform the functions of the University.

B. Professional. Travel of the faculty and staff for professional growth and enrichment.

C. Organization. Travel to organization meetings when the University holds official membership; is requested and agrees to send a representative; or has assisted in the promotion of the research, educational, or service activities of the professional organization concerned.

D. Special. Official representation not otherwise included in printed regulations but approved by the President.

E. Candidate. Travel of invited candidates for faculty or key administrative position. The candidate who comes on his own volition, and not by invitation, shall not be reimbursed for travel expenses.

6. Authority for Travel. Authorization and approval for travel is by the President or his designee and must be requested prior to the trip(s).

Requests for travel outside the 48 states of the continental United States or Canada shall be presented to the Central Office of the Board 30 days prior to the trip.

Out-of-state Travel Requests must be submitted to the President two weeks prior to the trip(s) except when an emergency occurs and that emergency noted.

7. Reimbursement for Candidate/Moving Expenses.

A. Candidate/Interviewee Expenses. A candidate for a University position who accepts an appointment shall have his expenses paid according to official State provisions which are:

1) Meals and lodging.
2) Actual expenses of the candidate (receipted).
3) Travel expenses for the candidate only.
   a) Automobile travel
      1] First 200 miles each way—7 cents per mile
      2] Second 200 miles each way—5 cents per mile
      3] Third 200 miles each way—3 cents per mile
      4] In excess of 600 miles each way—2 cents per mile
   b) Bus, train or air travel
      Actual coach fare of candidate only (receipted)

B. Moving Expenses. The moving expenses allowance for new full-time faculty members will be $50 plus 30 cents per mile, one way, as determined by concentric circles on a map, up to a maximum of $350.

When two members of the same household are appointed to full-time faculty positions, moving expenses will be paid in an amount not to exceed the allowance for one member.

8. Reimbursement. Personal living expenses of travel shall be reimbursed on the basis of either

a "per diem" or "living expense incurred" allowance.

A. Per Diem Allowance. Permitted only when travel is overnight or exceeds 18 hours, and the allowance provided represents the maximum amounts allowable and is given in lieu of the expenses allowed on the basis of "living expenses incurred." The following maximums are authorized:

1) Twelve dollars ($12) to cover the cost of meals and incidental travel expenses, telegrams and telephone calls reserving hotel accommodations, laundry, and dry cleaning. Receipts need not be submitted to support this allowance.

2) The actual cost of accommodations, excluding tips and room service, not in excess of $15 per day plus tax (or not in excess of $18 per day plus tax in the Chicago metropolitan area which includes the Counties of Cook, DuPage, McHenry, Lake, and Kane; or not in excess of $28 per day plus tax for out-of-state travel). Receipts are to be submitted with travel vouchers to support accommodation expenses claimed.

3) Springfield (IL) Hotel/Motel Rates
A sum of $16.50 plus tax will be paid for lodging at the State House Inn, Lincoln Towers, Mansion View, Governors Hotel, and St. Nicholas Hotel. The rate of $15 plus tax is in effect for all other hotels and motels in Springfield and other Illinois communities except where different rates, as noted elsewhere in this document, pertain to the Chicago metropolitan area.

Individuals lodged in the hotels and motels listed for Springfield, and whose business destination is in the Capitol Complex, will not be reimbursed for taxi or other local transportation expense to or from such business destination.

B. Living Expenses Incurred. This subject is defined as travel of less than 18 hours during the same calendar day, or when a night's lodging is not permitted. Maximum amounts per meal which can be allowed to an individual traveling on this basis are:

Breakfast	$1.75
Lunch	2.25
Dinner	6.00

An employee, in order to receive reimbursement for breakfast, must be on travel status and leave his designated official headquarters or home (if reporting directly to a destination other than his official headquarters,) prior to 6:00 a.m.

An employee, in order to receive reimbursement for dinner, must be on travel status and arrive back at his official headquarters or home (if traveling directly from a destination other than his official headquarters), after 7:00 p.m.

It is not necessary to submit receipts with travel vouchers to support this per meal allowance. Additionally, the traveler may be reimbursed for "Special Expenses."

C. Special Expenses. These are reasonable miscellaneous expenses incurred by a traveler who is on either the per diem or actual living expenses incurred basis. All special expenses shall be itemized on the travel vouchers, including meals for others doing official state business with the traveler. Conference registration fees of $50 or less shall be charged to Travel and must be shown as a reimbursable item on a Travel Voucher.

D. Automobile Expenses.

1) When one must use one's personal automobile for authorized travel a sum of 12 cents per mile will be paid.

2) Individuals using personal automobiles for their own convenience will be reimbursed 12 cents for the first 200 miles; and 6 cents per mile thereafter.

E. Meals at Headquarters Expenses. Employees cannot be reimbursed for meals at their official headquarters. If the President believes it is necessary to purchase a meal for a non State officer or employee the reimbursement shall be limited to the amount specified for meals while on travel status.

9. Cashier. Payment of personal indebtedness, not otherwise arranged, can be made to the University Cashier.

Personal checks, if not third party checks, can be cashed for a sum not to exceed $25. Proper identification must be presented at the time of the transaction. Check cashing privileges may be suspended or revoked if such privileges are abused.

10. Credit Union. A credit union is available to those who wish to pay a $5 fee to join. Credit

union investments and loan repayments can be payroll deductible. Loans are issued for a maximum of $1,100. Additional and specific credit union data can be secured from the Personnel Office.

VII. ADMINISTRATIVE INFORMATION

1. Personnel Files. The Vice President for Academic Affairs maintains a file for the professional staff in the Academic Wing.

This file contains the individual's vita, official transcripts, letter of appointment, letter of acceptance, contract, evaluations, professional activities, time and vacation reports, extended illnesses, honors, professional organization memberships, speeches, news releases, and other similar materials.

It is the responsibility of the individual to maintain the currency of his file as such information is used in personnel matters relating to tenure, sabbatical leaves, and other professional matters.

2. Physical Examination. New regular employees must have physical examinations and the results must be filed with the University. The examination is required within 90 days of employment. A medical examination form will be furnished and the physician should be instructed to return the completed form to:

Personnel Officer
Governors State University
Park Forest South, IL 60466

The University has arranged for staff physical examinations by the following physicians and will pay the fee directly to them:

Dr. William A. Jackson
14734 Oakley Avenue
Harvey, IL 60426
Phone: (312) 331-8000

Dr. William E. Ricketts
Medical and Dental Center
23450 South Western Avenue
Park Forest, IL 60466
Phone: (312) 748-6531

Should the employee elect to have the examination performed by a physician other than those listed, the University will reimburse the employee $10 of the cost upon presentation of a receipted statement from the examining physician.

3. Identification Cards. Identification cards can be secured from Student Services during registration periods and on Tuesday and Thursday evenings until 7:00 p.m.

4. Traffic and Parking Regulations.

A. Traffic. Speed is limited to 30 M.P.H. on the campus drive. All traffic bears to the right where driveways lead into barriers that prevent continued straight ahead driving.

B. Parking. There are four parking lots for students and staff use, one for visitors, and one for motorbikes and cycles. No parking is permitted on the campus driveway, service drives, emergency lanes, or where no parking signs are posted. Illegally parked vehicles will be ticketed.

C. Parking Fees.
1) $35 per year
2) $14 per trimester
3) Fifty cents per entry
4) Visitors permit free (issued at the Information Desk)

5. Institutional Security.

A. Police. The Department of Public Safety has the responsibility for the physical security of the University. The officers in this unit have all the rights and powers of law enforcement granted by state, county, and local ordinances. Call extensions 2198 or 2199 for assistance.

B. Fire. Report all fires to the Department of Public Safety at extensions 2198 or 2199. Do not hesitate reporting a fire. Do not attempt to fight a fire alone. The affected area should be evacuated immediately.

6. Health and Safety. All emergency matters relating to health and safety should be reported to the University Health Service at extension 2168 during the working day. After 5:00 p.m. the Department of Public Safety should be notified at extensions 2198 or 2199.

7. Smoking Regulations. Smoking is regulated in Phase I.

A. Smoking is prohibited in:
1) Laboratories where a fire hazard exists.
2) Enclosed classrooms, conference rooms and theatres.
3) The Learning Resource Center.
4) The gymnasium, handball court, multi-purpose room, swimming pool area, and locker rooms.

B. Smoking is permitted in:

1) Commons areas and corridors.
2) Cafeteria dining area.
3) Offices of those who give their consent.
4. President's Conference Room.

8. Use of GSU Facilities. Inasmuch as University facilities are limited the following priorities have been established to regulate their use:

A. Academic—Direct Instruction. Direct instructional activities shall be given first priority in all areas designed for such activities.

B. Academic—Indirect Instruction. Indirect instruction and administrative activities (e.g. meetings, conferences, etc.) shall be given second priority in instructional areas and first priority in all other areas.

C. Non-Academic. Recognized University groups (i.e. clubs, organizations, etc.) shall be given third priority for the use of instructional areas and second in all other areas where appropriate.

D. Non-Academic. Community groups shall be given the use of University facilities when their use does not conflict with the priorities established in items A through C.

The definition of activities under items A and B shall be in accord with existing Board of Governors and University policies.

Recognized University groups, as used in this section, will be defined as those organizations that have submitted written notification to the President or his designee in accordance with University policies.

9. Leisure Activities and Facilities. The coordinator of Re-creative Studies is in charge of leisure activities and facilities and their scheduling. A swimming pool, gymnasium, jogging course, exercise/weight apparatus, lockers, and showers are available for use to the University community. Other activities and facilities will be announced as they become implemented and/or operational.

10. Publications Policy. All official publications prepared for external dissemination to convey information about the programs and activities of the University are coordinated through the Office of University Relations. They will provide assistance in the areas of publishing technology, editing, and style determination so that materials will be consistent with other official University publications.

Publications, as used herein, refers to all matters printed at University expense including brochures, catalogs, forms, flyers, class schedules, and other items to be externally distributed.

This policy does not apply to printed materials prepared by individuals for scholarly or professional journals or for instructional use.

11. Off-Campus Speakers Policy. Special interest speakers request and are requested to address the University community. Such requests should be coordinated through the Office of the Vice President of Community Services.

12. Scheduling Non-Instructional Events. The Office of University Relations is responsible for the scheduling of non-instructional events such as plays, speakers, University Assembly meetings, and committee meetings; and coordinates its efforts with the Office of Building and Plant Operations for available space. A schedule of such events for each week is available the Friday before the schedule is effective. Additionally, this office also publishes a calendar of future events that affect the University community.

VIII. EDUCATIONAL SERVICES

1. Instructional Systems Paradigm. The Instructional Systems Paradigm (ISP) was developed to:...provide some elaboration of the sequence of steps necessary for relating degree, program and module objectives...(and)... serve as the primary and substantive model and guide for curriculum development processes in each of the colleges, where the unique characteristics of collegial programs will be correlated with the University-wide mandates.

The primary focus of the ISP is presented in this statement: The Educational Planning Guidelines serve as a base for all subsequent activities. The College Guidelines evolve out of the Educational Planning Guidelines. The Instructional Program Guidelines...are based on the College Guidelines; the Area of Emphasis Guidelines are based on the Instructional Program Guidelines; and the Learning Modules are based on the Area of Emphasis Guidelines.

2. Instructional Programs. Instructional programs in public higher education in Illinois must be approved by an institution's governing board and the Illinois Board of Higher Educa-

tion. Bachelors and/or Masters of Arts Degrees are awarded in 17 approved instructional programs.

A. College of Business and Public Service

1)	Business Administration	B.A., M.A.
2)	Business Education	B.A., M.A.
3)	Office Administration	B.A.
4)	Public Service	B.A., M.A.

B. College of Cultural Studies

1)	Invention and Creativity	B.A., M.A.
2)	Ethnic Studies	B.A., M.A.
3)	Language & the Human Condition	B.A., M.A.
4)	Popular Culture	B.A., M.A.
5)	Socio-Cultural Processes	B.A., M.A.

C. College of Environmental & Applied Sciences

1)	Science	B.A., M.A.
2)	School of Health Science	B.H.S., M.H.S.
3)	Science Teaching	B.A., M.A.

D. College of Human Learning & Development

1)	Behavioral Studies	B.A.
2)	Communication Science	B.A., M.A.
3)	Human Services	B.A.
4)	Urban Teacher Education (Elementary)	B.A., M.A.
5)	Human Relations Services	M.A.

3. Board of Governors Degree. The Board of Governors Bachelor of Arts Degree is granted through each of the five institutions that constitute the Board of Governors system. The degree's noticeable features are that there is no set timetable for degree completion; directed primarily to adults; has no declared major; permits credit for work experiences and non-traditional forms of instruction such as television, correspondence courses, and independent study. The degree requirements are:

A. 120 total semester credits or equivalent.

B. 40 upper division semester credits or equivalent.

C. 15 semester credits (or units) taken in any sequence at any combination of BOG universities.

D. 12 semester credits (or units) each from social science, natural science, and humanities in any combination by any approved method.

E. A BOG university to sponsor the degree.

Students enrolled for the BOG degree enjoy the same rights, privileges, and responsibilities as other enrolled students. The BOG degree is administered from the BOG Program Office which is part of the Office of the Vice President for Academic Affairs.

4. Five Percent Program. During an experimental period, five percent of the total admissions at GSU and five percent of graduate enrollment may be drawn from students who do not meet formal requirements but whose experiences approximate GSU collegial performance objectives and competencies.

The awarding of credit for prior learning experiences is predicated on the fact that some students have achieved certain competencies non-academically such as work, non-credit in-service training, and other varieties of learning experiences. Rather than ignore or disregard these types of learning, GSU recognizes and builds upon them as long as the acquired competencies are relevant, useful, and verifiable.

The student who wishes to pursue the possibility of receiving credit for prior learning experiences should contact his/her collegial advisor for the required forms and explanation of requirements and procedures. When the application form has been completed and filed a $25 assessment fee must also be paid.

5. Centralization-Decentralization Concept. This concept postulates that many activities supporting academic instruction are best accomplished in the instructional area rather than in central offices. Central office staffs would remain small and serve as a coordinating and special service function.

Operational examples of this concept are:

A. The primary responsibility for admissions and registration rests within the collegial units, and the central admissions office serves as a clearinghouse for applications and maintains a central records file.

B. A counselor who serves as a collegial staff member will be appointed as counseling requirements grow within the colleges. Coordinating and special services will be the responsibility of the Student Services office.

C. Learning Resources and Instructional Communications Centers staff members have been assigned a special liaison function with each college. The members attend collegial staff meetings and other functions of the colleges so that they may provide the specialized services the colleges deem necessary.

6. Instructional Support Services.

A. Admissions and Records. The function of Admissions and Records includes assisting in recruiting and assisting students to enter, pursue, and complete academic programs in cooperation with the faculty through counseling, learning module scheduling, registration, student information system development, and the maintenance of records of current and former students and graduates.

B. Learning Resources Center. The Learning Resources Center's primary function is to acquire and disseminate the materials necessary for the implementation of academic programs. The collegial liaison librarians facilitate the requests for materials from the colleges. The availability of materials for a particular session is dependent upon notifying the liaison librarian for a respective college no later than seven weeks prior to the beginning of a session.

C. Instructional Communications Center. The Instructional Communications Center supports academic programs by instructional design and development, materials production, film rental, and equipment distribution. The collegial Coordinator of Instructional Development will assist in creating and locating materials.

D. Cooperative Education. Students academic careers, personal growth, and vocational goals are arranged and enhanced by the advice and counsel of Cooperative Education personnel, academic advisors, faculty, and potential employers. Information about the Co-op Ed program is available from a collegial Co-op Ed coordinator.

E. Student Services. Student Services encourages academic excellence and understanding among Governors State University citizens. These goals are sought by utilizing the counseling, testing, health and student activities services. Students may also seek advice about academic advisement, recreation, dining services, transportation, lockers, housing, lost and found, identification cards, and child care services.

F. Financial Aids. Financial Aids assesses the eligibility for financial assistance of all students who apply for this aid. Student employment, both work/study and commercial placement in some instances, is handled by this office. Certain types of scholarships, grants, and loans are also processed by this unit.

G. Community College Relations. A Coordinator of Community College Relations serves as the liaison between the University and community colleges. The University, in its undergraduate program, serves as a "capstone" to the community college programs; and at the same time, has a mandate to train teachers for the public community colleges. This office is charged with developing the necessary cooperation between Admissions and Records and Financial Aids, as well as understanding and articulating within academic programs to accommodate community college student transfers.

8. Learning Sites—University Outposts Policy. Learning sites and University outposts are two types of locations in which "off-campus" learning occur.

Learning sites are alternatives or additions to classroom-based teaching, which are already in existence. The idea of providing students with learning experiences through Cooperative Education, Practicum, Internship, and Field-Based Modules underlies the Learning Site concept.

University Outposts are physical extensions of the University away from the campus. The activities available on the campus are also available in the outposts.

IX. ACADEMIC POLICIES AND PROCEDURES

1. Admission

A. Undergraduate. Admission is granted on a first-come, first served basis. The requirements are:

1) An Associate of Arts or Associate of Science Degree, or;
2) 60 semester or 90 quarter hours of "C" average grade in all collegiate work attempted, and;
3) Good academic standing at the last institution attended.

B. Graduate. Admission is granted when an applicant has met the following requirements:

1) Completion of an application form which does not require an application fee;
2) Transcript(s) verifying the possession of an undergraduate degree.

Additionally, each college, and in some instances specific programs, may require other criteria. It should also be noted that a minimum of 24 semester hours must be attained at GSU.

C. Special Non-Degree Admission. Special non-degree admission is limited to one who has completed less than 60 units of collegial work, but has the equivalent in specialized experiences.

Special non-degree policies are:
1) Petition for admission must be made to the appropriate college;
2) Enrollment is limited to space available after regularly enrolled students have been accommodated;
3) Enrollment is limited to one learning activity per session;
4) A maximum of 15 units is permitted;
5) Credit earned is not applicable for regular admission purposes;
6) Credit and/or competencies acquired may, under certain circumstances, be applied toward a degree.

2. Registration.

A. Students and advisors/staff must fill out completely the Registration Forms.

B. Overload approval must be secured from the advisor and appropriate dean prior to registration.

C. Registration occurs at a time and place to be announced.

3. Academic Load. A full-time student is one who has enrolled for 12 or more units during a trimester. Additionally, one who has enrolled for six or more units in any eight-week session is a full-time student.

4. Academic Good Standing. A student in good standing is one who has:

A. Met all admission conditions as specified; and/or

B. Completed one-half of all units attempted in all prior sessions when the total is 16 units or less; or

C. Completed three-fourths of all units attempted in all prior sessions when the total is more than 16 units. Units dropped by the tenth day of the session are not considered in this determination.

5. Overloads.

A. Overloads occur when a student:
1) Carries any work beyond two eight-week sessions or one trimester following initial enrollment.
2) Enrolls for more than eight units during any eight-week session or 16 units during any trimester.
3) Carries more than 16 uncompleted units from prior sessions, not including the current session for which the student is enrolled.

B. Extraordinary Registration Permission is required for an overload and is granted by the dean; otherwise such registration is cancelled.

6. Graduation Requirements.

A. Undergraduate
1) Earn a minimum of 120 total units.
2) Have no more than 36 units transferable from other institutions above the 60 units required for admission purposes.
3) Earn a minimum of 24 GSU units.

B. Graduate
1) Earn a minimum of 32 total units.
2) Have no more than eight units transferable from other institutions.
3) Earn a minimum of 24 GSU units.

The above requirements are institutional minimums, and each college may have additional requirements that must be fulfilled.

7. Closed Modules. Collegial units monitor their learning modules and close modules after enrollments exceed predetermined numbers. Entrance into such modules must have the approval of the dean of the college that lists the closed module.

8. Recording of Performance Objectives.

A. All student achievements are recorded in terms of a learning module title, units, and competencies completed.

B. These are reported on an Achievement Form by prerecording the objectives and submitting the coded competencies on the Achievement Form; or entering by hand the competencies on each form for each student.

C. Prerecording of objectives can be accomplished by writing or attaching them to the Achievement Form. Contact the collegial office for procedures to be followed.

9. Reporting Student Achievement.

A. Pretyped forms are provided to coordinators for all registered students.

B. Blank record forms are available in each college for reporting non-prerecorded competencies.

APPENDIX A
BOARD OF GOVERNORS OF STATE COLLEGES AND UNIVERSITIES
222 College Street Springfield, Illinois 62706 217/782-6392

BOARD MEMBERS

Mr. Dominick J. Bufalino 1974-1977
**Home:* 8044 West Gregory, Norwood Park Township, 60656 — 312/457-0623
Business: Paterno Imports, Ltd., 2701 S. Western, Chicago 60608 — 312/247-8000

Mr. James J. Cisaro 1973-1979
**Home:* 4348 N. Keeler, Chicago 60641 — 312/777-4071
Business: Continental Casualty Co., Chicago 60604 — 312/822-5260

Mr. Leon Davis 1973-1979
**Home:* 11616 S. Bishop, Chicago 60643 — 312/821-7348
Business: Peoples Gas Co., Chicago 60621 — 312/431-4186

Mr. Harold Fay 1975-1981
Home: 3501 Meridocia, Alton 62002 — 618/462-1439
**Business:* Dist. 9, I.A.M.,&A.W., 159 Shamrock, East Alton 62024 — 618/259-7011

Mrs. Fremont (Evelyn) Kaufmann 1975-1981
**Home:* 1564 Lafayette, LaSalle 61301 — 815-223-2447

Mr. Jeffrey R. Ladd, *Chairman* 1971-1977
Home: 85 S. Oak Street, Crystal Lake 60014 — 815/459-4215
**Business:* Ross, Hardies, O'Keefe, Babcock & Parsons — 312/467-9300
Suite 3100, One IBM Plaza, Chicago 60611

Mr. Peter Lardner, *Vice Chairman* 1971-1977
**Home:* 3227 29th Ave., Rock Island 61201 — 309/788-2762
Business: Bituminous Insurance Co., Rock Island 61201 — 309/786-5401

Mrs. Warren (Norma) Relph 1973-1979
**Home:* R. R. #1, Peru 61354 — 815/223-0358

Mrs. Felicitas (Berlanga) Trujillo 1973-1975
**Home:* 2110 W. Montrose, Chicago 60618 — 312/561-0877

Dr. Donald E. Walters, *Secretary*
**Business:* BOG, 222 S. College, Springfield 62706 — 217/782-6392

STUDENT BOARD MEMBERS

Chicago State University 312/995-2525
Mr. Roscoe Wilson, Jr., 240 E. 108th St., Chicago 60628 — 312/785-2042

Eastern Illinois University 217/581-5522
Mr. James Covington, P. O. Box 258, Mattoon 61938 — 217/234-6826

Governors State University 312/534-5000
Mr. Lincoln Ashford, 6241 S. Evans Ave., Chicago 60637 — 312/324-0276

Northeastern Illinois University 312/583-4050
Ms. Mary Berg, 6937 N. Olcott, Chicago 60631 — 312/631-7807

Western Illinois University 309/298-1841
Mr. Mike Wisdom, 1800 Valle Vista, Pekin 61554 — 309/346-6307

**Mailing Address*

APPENDIX B
GLOSSARY

academic year — three trimesters

area of emphasis — a concentration of related competencies in an instructional program

college — the basic academic unit in the University

competency — capability(ies) acquired after instruction

cooperative education — credit earning and salaried work experiences that relate to a student's educational goals

coordinator — the facilitator of a learning module

instructional program — the academic sub-division within a college that consists of one or more related areas of emphases

intercollegial — the concept of crossing collegial boundaries to enroll in modules when related subject matter is offered in two or more colleges

interdisciplinary — a concept that encourages the acquisition of knowledge from disciplines within a college

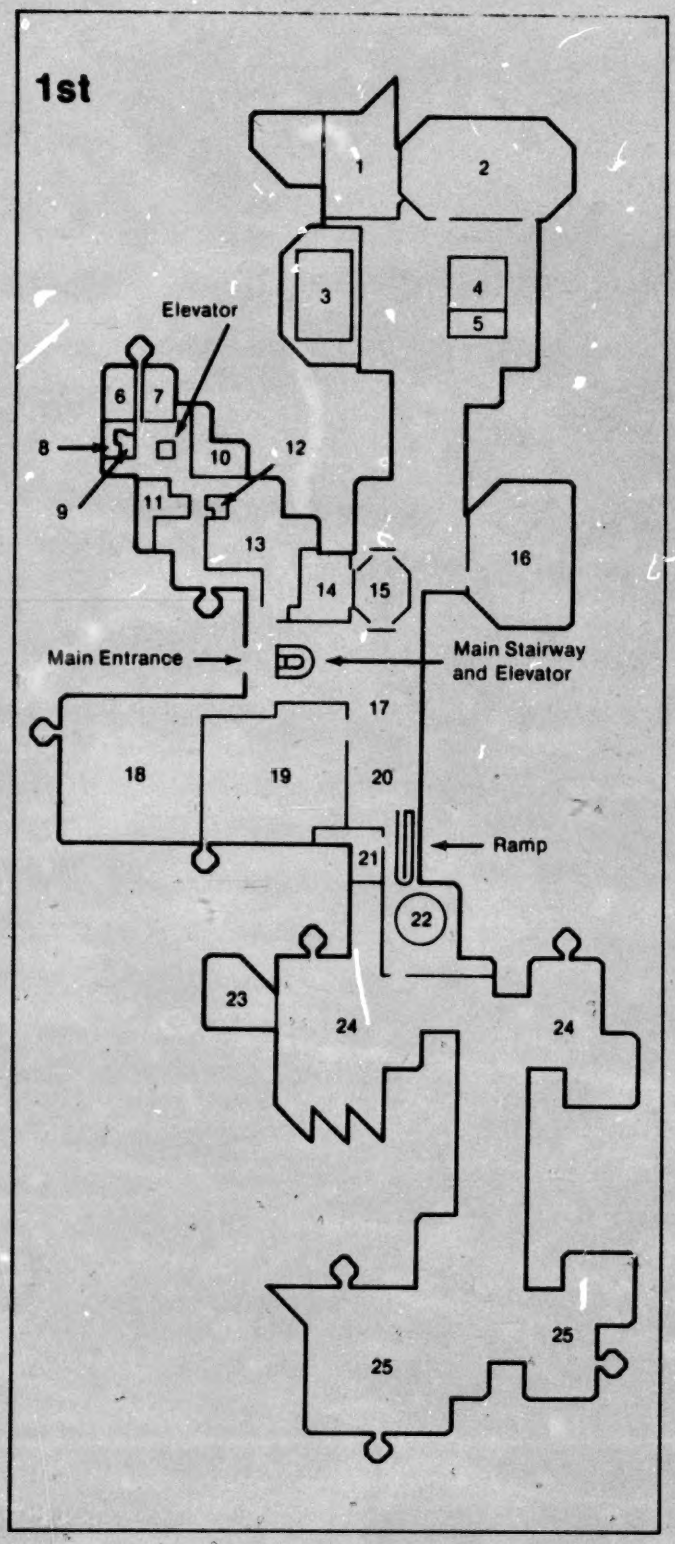
interdisciplinary studies context (*ISC*) — a College of Cultural Studies term that is synonymous with Instructional Program used in other GSU colleges

learning module — the basic instructional element; similar to "course"

self-instructional materials (*SIM*) — preprogrammed learning materials designed to enable students to attain competencies outside the conventional delivery system

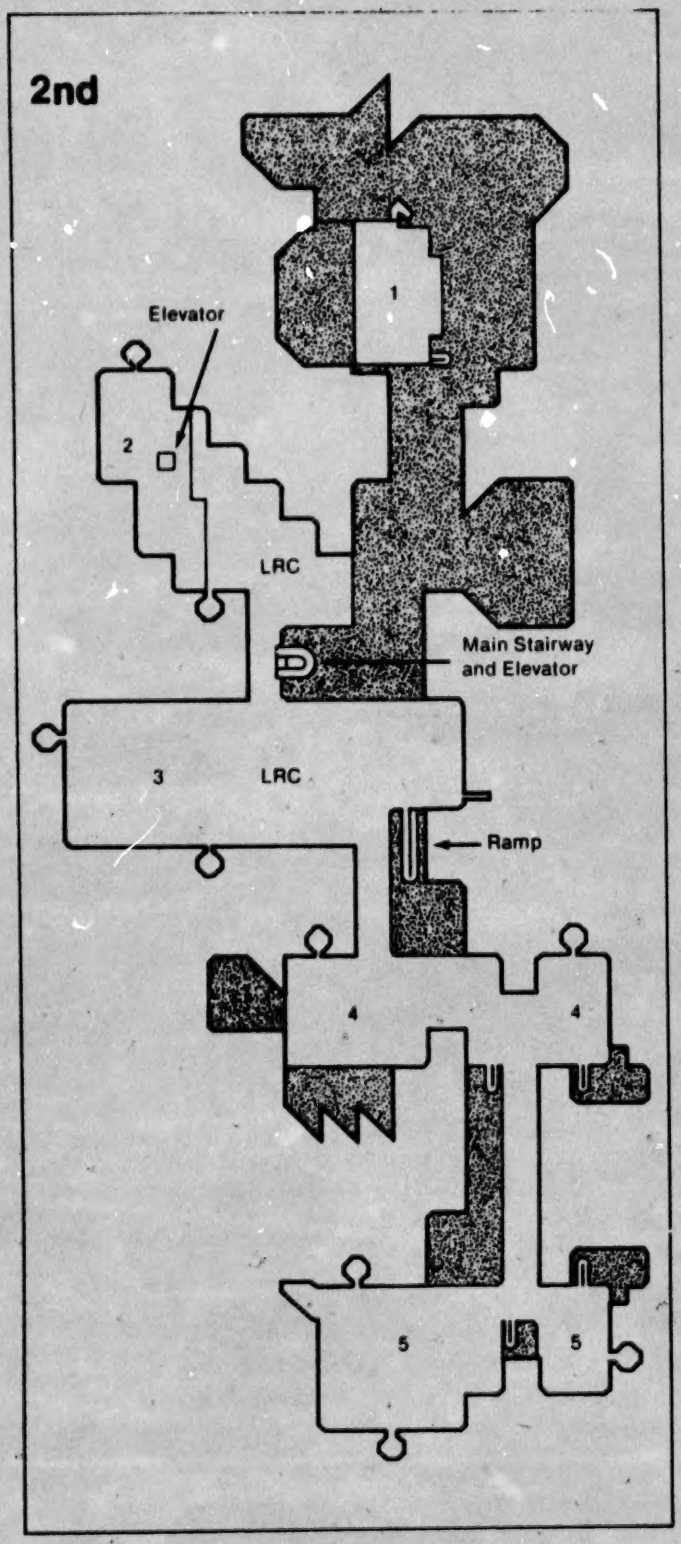
unit — a measure of academic credit

APPENDIX C
PHASE I MAP AND OFFICE DIRECTORY



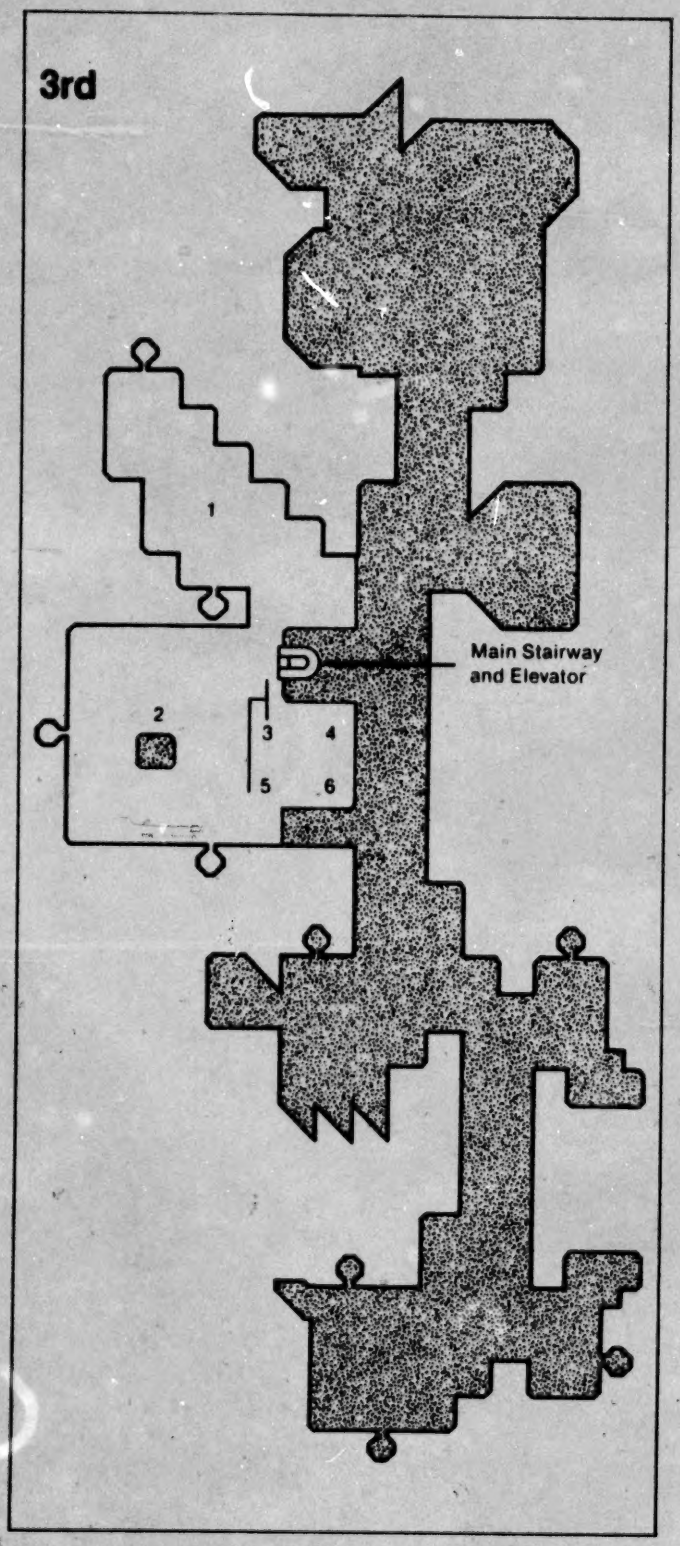
1st Floor

1 Boiler Room
2 Gymnasium
3 Swimming Pool
4 Multi-Purpose Room
5 Handball Court
6 Personnel Office
7 Personnel Testing
8 Department of Public Safety
9 Switchboard
10 Business Office
11 Nurse's Office
12 Cashier
13 Admissions and Records
13 Cooperative Education
13 Registrar
14 Financial Aids
14 Student Services
14 University Advocate
15 Community Conference Room
16 Drama Workshop
17 Hall of Governors
18 Instructional Communications Center
19 Kitchen
20 Cafeteria
21 Bookstore
22 Multi-Media Dome
23 Recital Hall
24 College of Cultural Studies
25 College of Environmental & Applied Sciences



2nd Floor

1 Recreative Studies
2 Computer Center
(Access via 1st floor elevator)
3 Learning Resources Center
4 College of Cultural Studies
5 College of Environmental and Applied Sciences



3rd Floor

1 College of Business and Public Service
2 College of Human Learning and Development
3 University Relations
4 President's Office
5 Research and Innovation
6 Academic Affairs
6 Junior College Relations
6 University Vice Presidents

APPENDIX D
OFFICERS, OFFICES, AND TELEPHONE NUMBERS

President	William Engbretson	2341
Vice Presidents		
Academic Affairs	Mary P. Endres	2343
Administration	Thomas Layzell	2188
Community Service	Mary Ella Robertson	2346
Research and Innovation	Virginio Piucci	2348
Deans		
Business and Public Service	Ruben Austin	2241
Cultural Studies	Alfonso Sherman	2441
Environmental and Applied Sciences	Ted Andrews	2438
Human Learning and Development	Roy Cogdell	2355
Admissions and Records		
Admissions		2151
Records		2165
Bookstore		2296
Business Office		2175
Community College Relations		2343
Cooperative Education		2163
Department of Public Safety		2280
Dispatching Room — Phase I		2198
Financial Aids		2161
Health Services		2168
Instructional Communications Center		2298
Innovator (University Newspaper)		2260
Learning Resources Center		2323
Personnel		2194
Student Services		2141
University Advocate		2144
University Assembly Secretary		2341
University Relations		2419
Veterans' Coordinator		2126

APPENDIX E
UNIVERSITY FORMS

OFFICE OF ADMISSIONS & RECORDS

Governors State University
PARK FOREST SOUTH, ILLINOIS 60466

10/08/75

T 82ND STREET
CHICAGO IL 60619

CRITERIA FOR UNDERGRADUATE ADMISSION MET ON MAR/APR 74
CRITERIA FOR GRADUATE ADMISSION MET ON
CUMULATIVE UNITS COMPLETED

EAS
DATE OF BIRTH 04/26/33
I.D. NUMBER

SESSION & YEAR REFLECT INITIAL ENROLLMENT	DESCRIPTION OF STUDENT'S ACHIEVEMENTS	UNITS
MAY/JUN 75	PHYSIOLOGIC SYSTEMS II-EAS696	3
	ABLE TO USE THE TERMINOLOGY OF BASIC AND CLINICAL PHYSIOLOGY IN APPROPRIATE WAYS.	
	ABLE TO DESCRIBE THE CELLULAR BASIS OF FUNCTION FOR THE CARDIO-VASCULAR, RESPIRATORY AND RENAL ORGAN SYSTEMS.	
	ABLE TO DESCRIBE THE REGULATION OF THESE SYSTEMS.	

Registration 001376-35,000

Governors State University
PARK FOREST SOUTH, ILLINOIS 60466

REGISTRATION FORM

OFFICE OF ADMISSIONS AND RECORDS

SOC. SEC. NO.	STUDENT NAME			TRIMESTER-YEAR	CLASSIFICATION	ADVISOR	[illegible]
123 456 789	SMITH (LAST)	MARY (FIRST)	J (MIDDLE)	☑ FALL ☐ WINTER ☐ SPRING-SUMMER 1975	☑ UNDERGRADUATE ☐ GRADUATE ☐ NON-DEGREE	JONES	50

NEW and ADDED* Registrations:

MODULE TITLE	UNITS	INDICATE TIME MON.	TUE.	WED.	THUR.	FRI.	SAT.	LOCATION ROOM	BLOCK-YEAR e.g. BA75	INDEX NUMBER
SOCIOLOGY OF DEVIENCE	4	✓ 12 3c 4 2c							SD 75	27581A

Circle Appropriate Information:

College: BOG BPS (CS) EAS HLS

Status: (New Student) Continuing

Resident status: (Illinois) Non-Illinois

Employed: Full-Time (Part-Time) Unemployed

DROPS:*

CURRENT TOTAL UNITS PER TRIMESTER

*When making changes in schedule during the change periods you must present all previous fee receipts for the trimester.

Mary Smith — Student's Signature — 8/19/75 — Date

J. Jones — Advisor's Signature — 8/19/75 — Date

EXTRAORDINARY REGISTRATION PERMISSION REQUIRED IF:
- ☐ Enrolled for more than 8 units for 8 week block or 16 units for 16 week block
- ☐ More than 16 units outstanding.
- ☐ Work carryover beyond one trimester.

Dean's Approval — Date

REV 70175

21

24

GOVERNORS STATE UNIVERSITY

STUDENT ACHIEVEMENT FORM

OCT 16, 1975

COORDINATOR'S SIGNATURE:_____ DATE:_____

PAGE NUMBER: 1
COORDINATOR'S NAME: GROSS, HARRIET
COLLEGE OF MODULE: NA
MODULE UNITS: 004
MODULE TITLE: SOCIOLOGY OF DEVIANCE-CCS/58

MODULE NUMBER: 27581A
SESSION: FA 75

NUMBER	STUDENTS NAME	COLLEGE	CUR CODE UNITS CLASS	STUDENTS ID NUMBER	UNITS EARNED	COMPETENCIES COMPLETED
1	AARON, CAROL H. MALOFF	CCS	4 G	328343430	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
2	ANTEMAS, JOHN (REV)	CCS	4 G	355326900	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
3	COTTON, ELVIE	HLD	4 U	323303249	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
4	FARRINGTON, VELVET E. PETTY	HLD	4 U	351363945	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
5	GALVIN, HARIETTE T. REDDING	CCS	4 U	347223383	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
6	GOLDMAN, NORMA JEAN CONELL	BDS	4 U	321037711	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
7	IVANOV, SHARON MARY	CCS	4 U	321445499	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
8	JARRETT, ELLA	HLD	4 U	320382597	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
9	KOZAK, MICHAEL A.	EAS	4 U	334500727	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
10	LEWIS, LUE E.	CCS	4 U	428746857	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
11	LIBERTY, JAMES A.	CCS	4 U	341461363	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
12	MCDOWELL, MARION J. SCHNEIDE	CCS	4 U	396264561	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
13	PLETCHER, DANIEL HENRY	EAS	4 G	474582425	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
14	PRZYBYLSKI, SHARON K.	HLD	4 U	310624594	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
15	RHODES, NEOMIA CARTER	EAS	4 U	355328554	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
16	SHERRILL, LOUISE GERVATS	HLD	4 U	444460465	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
17	STUTTS, DONNA INEZ	CCS	4 G	308466082	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
18	TURNER, MOZELL	EAS	4 U	324307476	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C
19	WILLIAMS, ELISA PIERRETTE	HLD	4 U	335484037	001C	002C 003C 004C 005C 006C 007C 008C 009C 010C 011C 012C 013C 014C 015C

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